

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST US Embassy Kampala	2. AGENCY Centers for Disease Control & Prevention	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	Public Health Specialist (Laboratory Quality Assurance Team Lead)			

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Centers for Disease Control & Prevention	a. First Subdivision Laboratory
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Typed Name and Signature of Employee</div> <div>_____ Date(mm-dd-yy)</div> </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Typed Name and Signature of Local Supervisor</div> <div>_____ Date(mm-dd-yy)</div> </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Christina Mwangi _____ Typed Name and Signature of American Supervisor</div> <div>_____ Date(mm-dd-yy)</div> </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>John Klimowski _____ Typed Name and Signature of Human Resources Officer</div> <div>_____ Date(mm-dd-yy)</div> </div>
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13. BASIC FUNCTION OF POSITION

The Public Health Specialist (Laboratory Quality Assurance Team Lead) works under the leadership of the Laboratory Branch Chief as a senior laboratory program advisor to programs under the President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent provides comprehensive technical, administrative and managerial advice and assistance in support of building laboratory capacity which includes surveillance, research and investigation activities of host government ministries, International Organizations, Non-Governmental Organizations (NGO) and host ministry of health partners involved in treatment of HIV/AIDS in country. The incumbent supervises Public Health Specialists responsible for quality assurance (Laboratory Quality Assurance Officer and Biosafety and Biosecurity (Biosafety and Biosecurity Officer)

Job holder serves as a senior advisor to the host country Ministry of Health, partners and non-governmental organizations (NGOs) in the implementation of laboratory quality assurance programs and activities. The incumbent provides technical assistance to the MoH and other partners in the implementation of laboratory

quality systems leading to national and international accreditation. The Job holder will provide technical assistance in capacity building activities, will assess all PEPRAR supported proposals which use testing algorithms, ensuring that human subject's requirements are met, standard operational procedures and protocols are followed appropriately and make recommendations, amendments/approval to supervisor. Incumbent will provide technical assistance in the coordination, management and implementation of national and international accreditation processes and programs including the WHO Stepwise Laboratory Improvement Process (SLIPTA) , Strengthening Laboratory Management Toward Accreditation (SLMTA) and Laboratory Quality Management Systems training.

Incumbent

- Provides Technical Assistance in the planning and Implementation of National Laboratory Quality Assurance Schemes
- Provides Technical Assistance to MoH, on the organization and technical requirements for the acquisition and maintenance of national and international laboratory accreditation.
- Collaborates with host country senior scientists on the design of new public health laboratory diagnostic approaches that are based on latest research findings.
- Recommends procedural modifications as warranted to align with quality requirements and investigative protocols.
- Maintains contacts with medical staff to provide updated information on quality improvement and new laboratory protocols and procedures as appropriate.
- Monitors and evaluates progress and quality of projects, identifying policy, organizational and personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress.
- Identifies training needs and participates in the development/implementation of training for MoH and partner organizations.

These roles and responsibilities require knowledge, as well as public health technical and leadership, negotiation, advocacy, constant and clear communication with CDC, USG laboratory and other programs and other laboratory implementing partners and stakeholders.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

Program Management, Planning and Coordination

40%

1. Incumbent serves as principal coordinator for laboratory quality systems and services within the host country and is responsible for planning and implementation of capacity building of laboratories in both the public and private sector to ensure consistency of results. In general, reviews individual laboratory procedures, weighing against accepted protocols and develops programs to ensure consistency. Job holder participates in developing and reviews of major initiatives including planning and writing the laboratory portion of the Country Operational Plan (COP) each year and review of all cooperative agreements that require research and diagnosis of HIV/AIDS, STD, AI, TB, malaria and emerging diseases in laboratories throughout the host country. Works with Counseling & Testing, Care and Treatment, Prevention and Strategic Information colleagues to ensure that programs are working together to complement laboratory quality assurance support and capacity building.
2. Job holder represents the CDC-Uganda Laboratory Support Program at public health, technical, policy and strategic planning meetings with collaborators. Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to ensure consistency with PEPFAR and international policies and guidance.

3. Incumbent serves as a member and advisor on the USG technical working group (TWG) for strengthening linkages and coordination of laboratory service improvement activities within USG PEPFAR programs and at national level. Participates in the development of protocols for evaluation of the quality of laboratory services and recommends improvement strategies following results.
4. Represents CDC-Uganda in national and international meetings and workshops, and works in collaboration with MoH/CPHL and other laboratory cooperative agreement partners to write abstracts for presentation in national and international forums.

Technical Assistance and Oversight

25%

1. Provides technical assistance to the MoH/CPHL and other partners in the implementation of laboratory quality systems, capacity building activities and technical assistance in the validation of techniques as appropriate. Assists in the evaluation of proposals that utilize testing, ensuring that human subjects requirements are being met, standard operational procedures and protocols are being followed appropriately and recommends amendments/approval to supervisor.
2. Supports the assessment of laboratories capacity and quality to support surveillance and diagnostics for HIV/AIDS and HIV-related risk behaviors, STI, TB and other opportunistic infections (OIs,). Develops strategies to strengthen capacities and capabilities based on assessment findings. Introduces new diagnostic technology as it becomes available. Develops training plans and ensures competent instructors to provide training for personnel at laboratories for which responsible.
3. Plans, oversees and coordinates cooperative agreements with the host government for activities in areas of laboratory diagnostics, including the establishment and maintenance of a national quality assurance system. Institutes Quality Assurance (QA) programs, including internal and external quality control standards. Works with host government to support accreditation process of laboratories that have been targeted for that process.
4. Develops standards to enhance capacities of regional and referral hospital laboratories and to support surveillance for HIV, STD, TB, AI and malaria. Standardizes testing protocols for diagnostics and surveillance. Develops and updates national guidelines for laboratory systems at all levels of operation. Designs safety and anti-contamination strategies according to international standards.
5. Independently plans, summarize in reports on laboratory assessments and operational research studies for presentations at national and international meetings on HIV/AIDS prevention/care. Translates and verifies translations of protocols and other documents from and to English and host country language. Assists in standardization of lab equipment and maintenance assistance and provides technical specifications for procurement of essential laboratory equipment and supplies. Provides technical assistance on the architectural, structural, security and biohazard design aspects of on-going work related to laboratory renovation and establishment of new laboratories. Ensures proper budgeting of all national referral and regional laboratory activities supported by PEPFAR. Ensures validity of data and authorizes entry in appropriate data base.
6. Serves as activity manager and main point of contact for at least 2 Laboratory Branch cooperative agreements and contracts. Once cooperative agreement is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration. Facilitates procurement of equipment and supplies through CDC channels to enhance laboratories operating within the host country. Provides guidance to laboratories requisitioning equipment and supplies on the international market. Works with host country to develop forecasting capacity for laboratory commodities.

II. Management

20%

1. Maintains effective liaisons with program officers and partner staff to ensure that partners meet monitoring requirements for supported cooperative agreement activities (e.g., quarterly reports, continuation applications, and supplemental applications). Reviews cooperative agreement narrative and financial reports to assess progress in meeting stated objectives and the status of expenditures in relation to planned budgets.
2. Conducts site visits to assess progress of partner organizations in meeting program objectives. Analyzes and evaluates program activities and writes reports and abstracts on findings for presentation at national and international conferences and meetings. Provides guidance and technical assistance to partners in analyzing and evaluating program activities and developing reports and presentations for conferences and meetings.

III. Interagency Coordination

15%

As in-country expert on matters pertaining to testing and operations of a variety of laboratories located within Uganda, job holder represents CDC/Uganda at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interest parties.

Represents the agency in discussing and developing financial commitment proposals for laboratory programs at administrative and strategic planning meetings. This includes all USG PEPFAR implementing agencies (Departments of State, Defence, Health and Human Services (including Centers for Disease Control and Prevention, National Institutes of Health), USAID, and Peace Corps).

Participates in internal and interagency technical working groups to ensure adherence to internationally accepted/directed standards for laboratories within the host country.

Note: Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS

A. Education: Master's level degree in Medical Laboratory Technology, medicine, biology, microbiology or chemistry is required. Completion of post graduate practical experience (3-6 months) in clinical / medical laboratory technology is required. Registration with the medical council or the allied health professions council is required. Completion of diploma training in one of the following disciplines is also required: public health, public administration, business administration, health policy, epidemiology, statistics, international health or management.

B. Prior Work Experience: A minimum of five years working in a clinical laboratory setting, either HIV/AIDS health care, national reference laboratory, or research-oriented facility of which 3 years should be at supervisory /managerial level is required. This experience should include implementing or providing oversight for Quality Management Systems.

C. Post Entry Training: Attendance at conferences and workshops addressing laboratory practice including HIV conferences and workshops. Agency-specific leadership and development and grants/cooperative agreements management training are required.

D. Language Proficiency (level and specialization): Level IV (fluent) English and Kiswahili (writing, reading and speaking) are required.

E. Job Knowledge: Comprehensive knowledge and experience in advanced laboratory techniques is required including comprehensive knowledge of procedures for laboratory diagnostics and associated technologies. Thorough public health knowledge of current HIV/AIDS, as well as opportunistic infections issues is required.

Good working knowledge of the principles of laboratory management, including strategic planning, personnel, forecasting and management of procurement, supplies and equipment.

Comprehensive knowledge of the host government laboratory facilities, health care system and structures, including familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of USG public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results is required.

Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

F. Skills and Abilities: Strong oral and written communications skills are required. Ability to analyze, understand and discuss program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required.

The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable diplomacy will be required to influence other collaborative organizations engaged in laboratory programs to adopt appropriate strategies for their program activities and to work with partners on national strategic planning for laboratory programs.

Intermediate user level of word processing, spreadsheets and databases is required. Advanced knowledge of statistics and data analysis is required.

16. POSITION ELEMENTS

A. Supervision Received: Position is directly supervised by Laboratory Branch Chief.

B. Supervision Exercised: Supervises the Quality Assurance Officer and the Biosafety and Biosecurity Officer

C. Available Guidelines: Guidelines addressing laboratory practices are available from recognized standards organizations (e.g., Clinical Laboratory Standards Institute, Centers for Disease Control and Prevention, World Health Organization) as well as from program including the Office of the Global AIDS Coordinator (OGAC) and PEPFAR; Mission Strategic Plan, Agency handbooks, project documents (contracts, cooperative agreements), host government Ministry of Health HIV/AIDS laboratory guidelines.

D. Exercise of Judgment: Incumbent works with minimum supervision and must exercise wide and independent judgment in interpreting and enforcing guidance and regulations. Must be able to analyze very complex, sensitive issues and make recommendations to senior management and be able to work independently most of the time. Work is reviewed primarily in terms of results achieved.

E. Authority to Make Commitments: Serves as Activity Manager for several cooperative agreements. Position has no authority to make financial commitments; however, in the course of program management responsibilities, position has limited authority to allocate or redeploy personnel on a temporary or project basis and to make non-contractual commitments related to project support and the provision of training and technical assistance.

F. Nature, Level and Purpose of Contacts: Interacts with all levels within USG forum and with host country Ministry of Health officials, all levels of NGO and cooperative partners and university and medical personnel

throughout the country. Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts for purposes of coordinating and standardizing laboratory programs that achieve results specified in PEPFAR strategic objectives. External contacts are primarily with senior program managers in the MOH, participating cooperative agreement partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS treatment and prevention programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of program evaluation.

G. Time Expected to Reach Full Performance Level: One year.